MINUTES - REGULAR MEETING
SANTA MARIA CITY COUNCIL

CITY HALL COUNCIL CHAMBERS
SANTA MARIA, CALIFORNIA

OCTOBER 16, 2012

INVOCATION:
Father Charles Hofschulte of St. Louis De Montfort Church gave the invocation.

PLEDGE OF ALLEGIANCE TO THE FLAG:
Councilmember Orach led the Pledge of Allegiance.

CALL TO ORDER:
Mayor Lavagnino called the Regular Meeting of the City Council to order at 6:30 p.m.

ROLL CALL:
MEMBERS PRESENT
Councilmembers Boysen, Cordero, Patino, Orach, and Mayor Lavagnino.

STAFF MEMBERS PRESENT
City Manager Haydon, City Attorney Trujillo, Director of Community Development Appel, City Librarian Housel, Police Chief Martin, Fire Chief Orr, Director of Utilities Sweet, Director of Administrative Services Visé, Director of Public Works/City Engineer Whitehead, Deputy City Manager Lara, and Chief Deputy City Clerk Garietz.

1. PROCLAMATIONS/PRESENTATIONS:

A. RESOLUTION FOR JEFF VAN NEST
Mayor Lavagnino read Resolution No. 2012-115 recognizing and commending Fire Captain Jeff Van Nest for his 32 years of dedicated service to the City and the Santa Maria Fire Department and congratulating him on his retirement.

Jeff Van Nest thanked the Council for recognizing his service to the City and its citizens. He also thanked his wife and family for their support over the years. He said it had been a full, wonderful career; and an honor to wear the badge of a firefighter.

Resolution No. 2012-115 was adopted commending Jeff Van Nest on motion by Mayor Lavagnino, seconded by Councilmember Orach, and carried on the following vote:

AYES:	Councilmembers Boysen, Cordero, Orach, Patino, and Mayor Lavagnino
NOES:	None
ABSENT:	None
ABSTAIN:	None

Resolution No. 2012-115 adopted. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA MARIA, CALIFORNIA COMMENDING FIRE CAPTAIN JEFF VAN NEST FOR HIS YEARS OF DEDICATED SERVICE.

B. "FILIPINO AMERICAN HISTORY MONTH"
Councilmember Patino read a proclamation declaring the month of October 2012, as "Filipino American History Month" in the City of Santa Maria and encouraged residents to learn more about and appreciate Filipino Americans and their historic contributions. The proclamation was accepted by Rosalie Marquez.

C. VOLUNTEER OF THE MONTH
Councilmember Cordero presented a gift to Miss Ashton Castillo for her invaluable support to City programs which in turn benefits our entire community.

2. PUBLIC COMMENT

Mayor Lavagnino admonished Mark Rademaker about the anatomic comments he made at the meeting of October 2, 2012, and asked that he not use anatomical references in his comments which may be inappropriate for children or it would be necessary for him to turn off his microphone.

Mark Rademaker spoke about his religious beliefs.

Bob Ziener commented that Columbus Day was not recognized by the City and asked the Council to consider a full size replica of the ship, Santa Maria, to be placed on the bridge over Broadway.

Nancy Stewart spoke about the recent town hall meeting hosted by members of the Ministerial Society. She thanked Councilmember Patino and City Manager Haydon for their efforts in putting the meeting together. She also thanked Police Chief Martin for his presentation.

3. CONSENT CALENDAR
Consent Calendar Items 3A through 3I were approved on motion by Councilmember Boysen, seconded by Councilmember Cordero, and carried on the following vote:

AYES: Councilmembers Boysen, Cordero, Patino, Orach, and Mayor Lavagnino (except 3B)
NOES: None
ABSENT: None
ABSTAIN: Mayor Lavagnino – 3B only

A. ORDINANCES.
The reading in full of all ordinances and resolutions was waived. Ordinances on the Consent Calendar were adopted by the same vote cast at the first reading unless City Council indicated otherwise.

B. MINUTES.
The Minutes of the Regular City Council Meeting of October 2, 2012, were approved as submitted.

C. RELEASE OF BONDS.
The City Council accepted as complete the public improvements associated with the Depot & McCoy Commercial Project, Tract 5957, and released a Faithful Performance Bond [20-SUR-203658] in the reduced amount of $20,000 for the construction and installation of public improvements, with the order that the Contractor, Labor and Material Bond be retained until April 2013 and the Guarantee and Defective Material Bond be retained until October 2013; and a Faithful Performance Bond [20-SUR-203656] posted in the form of a surety in the amount of $7,750 for the installation of street trees.

D. WARRANTS.
Warrant Nos. 175461 to 175745 totaling $1,163,179.37 were ordered ratified subject to having been certified as being in conformity with the budget and having been approved for payment by the Director of Administrative Services. Warrant Nos. 169189, 169890, 173875, 175124, 175242, 175265, 175372, and 175384 were cancelled.

E. PAYROLL.
Payment of payroll was ordered ratified subject to having been certified by the proper Department Heads, as shown on records on file in the Department of Administrative Services and having been approved for payment by the Director of Administrative Services.

F. NOTICE OF CONTRACT COMPLETION.
The City Council approved a Notice of Contract Completion for 2012 Hermosa Street Reconstruction, Bid No. 2012/04, and directed the Chief Deputy City Clerk to record the same.

G. AWARD OF BID.
The City Council adopted Resolution No. 2012-116 awarding the bid and approving an agreement with International Surfacing Systems, for Street Maintenance (Chip Seal), Bid No. 2013/03, in the amount of $601,654.00.

Resolution No. 2012-116 adopted. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA MARIA, CALIFORNIA, APPROVING A CONTRACT WITH INTERNATIONAL SURFACING SYSTEMS FOR BID NO. 2013/03, STREET MAINTENANCE (CHIP SEAL).

H. NO STOPPING ZONES.
The City Council adopted Resolution No. 2012-117 establishing no-stopping zones at 1) East Church Street along the northern right-of-way beginning at the intersection with South School Street and extending twenty (20) feet to the east; 2) East Church Street along the southern right-of-way beginning at the intersection with South School Street and extending twenty (20) feet to the east; 3) East Church Street along the northern right-of-way beginning fourteen (14) feet from the curb return, past the existing red curb, at the intersection with South School Street and extending twenty (20) feet to the west; and East Church Street along the southern right-of-way beginning five (5) feet from the curb return, past the existing red curb, at the intersection with South School Street and extending twenty-four (24) feet to the west.

Resolution No. 2012-117 adopted. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA MARIA, CALIFORNIA, ADOPTING NO-STOPPING ZONES ON EAST CHURCH STREET AT THE INTERSECTION OF SOUTH SCHOOL STREET PURSUANT TO SECTION 7-5.16 OF THE SANTA MARIA MUNICIPAL CODE.

I. LIMITED TIME PARKING ZONE.
The City Council adopted Resolution No. 2012-118 establishing a 2-hour limited time parking zone from 8:00 a.m. to 5:00 p.m., from Monday through Friday, except holidays, as follows: South Stratford Avenue, along the easterly right-of-way beginning at the southerly right-of-way of East Church Street and extending south until the extension of the southerly right-of-way with East Cypress Street; continuing on both the easterly and westerly rights-of-way, beginning at the extension of the southerly right-of-way with East Cypress Street extending south and terminating around the cul-de-sac of South Stratford Avenue.

Resolution No. 2012-118 adopted. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA MARIA, CALIFORNIA, ESTABLISHING A 2-HOUR LIMITED TIME PARKING ZONE ON SOUTH STRATFORD AVENUE SOUTH OF EAST CHURCH STREET.

REGULAR BUSINESS:

4. A RESOLUTION ESTABLISHING THE MEASURE U2012 EXPENDITURE PLAN FOR 2012-13.
City Manager Haydon gave a presentation as detailed in the written Council Agenda Report. In June 2011, the City Council directed staff to contract with a polling consultant to conduct a survey of residents to determine whether residents would support an enhanced revenue measure to help maintain and restore essential City services. The survey determined that 65 percent of residents would support an enhanced revenue measure to help maintain and restore essential City services, and in some cases, improve services (i.e., hire fire fighters to staff Fire Station No. 5). Based on the results of this survey, the City Council elected to conduct a Special Election to place a one-quarter cent transactions and use sales tax measure (Measure U2012) on the June 5, 2012, ballot. Measure U2012 was approved by the electors of the City of Santa Maria. The quarter-cent tax becomes operational October 1, 2012. Tax proceeds will not be received until January 2013; staff anticipates receiving approximately $2.1 million during the latter half of 2012-13. For 2013-14, staff anticipates receiving approximately $4.3 million in sales tax proceeds from Measure U2012. A telephone survey tested a variety of City services that the sales tax funds could be spent on. In descending order of importance, the respondents stated: 1) Staff all City fire stations with the appropriate number of firefighters; 2) Hire nine additional firefighters to staff the new Station Number 5 to improve 9-1-1 response times; 3) Enable rapid police and fire 9-1-1 emergency response times; 4) Allow the police department to restore police officers to the gang suppression unit; 5) Restore seven police officers that have been cut in the last two years; 6) Maintain neighborhood police patrols; 7) Prevent additional cuts to police officers; 8) Restore crime prevention and investigation programs; 9) Restore youth and teen crime prevention and gang intervention programs; 10) Improve traffic safety and enforcement; 11) Secure matching grants to complete levee repairs to lower flood insurance costs for local residents and businesses; 12) Restore library hours and provide a place for teens to go after school; 13) Expand neighborhood services, including graffiti removal and vandalism prevention; and 14) Maintain City parks, playgrounds, the swim center, and athletic fields. Based on the responses, staff compiled recommendations for Council's consideration in the structuring of the 2012-13 Measure U Expenditure Plan. Staff recommended that the Council: 1) create a Fund 011 (a subset fund to the General Fund) to record the revenue associated with the transactions and use tax proceeds and expenditures; 2) fully staff Fire Station Number 5 with three Fire Fighters, three Fire Engineers and three Fire Captains; downgrade a Deputy Fire Chief to a Fire Battalion Chief; authorize one limited service employee for disaster preparedness; and operational and capital needs associated with operating Fire Station No. 5. These fire-related items would cost $1,427,265 in fiscal year 2012-13; and $1,579,301 in 2013-14; and 3) appropriate $441,644 to finance the costs associated with hiring seven Police Officers, two Police Sergeants, one Crime Analyst, and one Dispatcher. With the essential staffing needs of the two public safety departments, approximately $206,000 was left unencumbered from proposed tax proceeds for the 2012-13 budget year. A listing was provided, in no specific order, of staff-suggested uses for Measure U tax proceeds, specifically:

Suggested Uses by Staff	2012-13	2013-14
Debt Service Obligation	$659,500	$659,500
(3) Additional Police Sergeants	$102,800	$411,400
Graffiti Abatement Program Enhancement		$37,500
• (2) 19-hour General Laborers	$19,000	
• Vehicle with high pressure water sprayer and airless paint sprayer	$70,000	
Satellite Programming at Edwards Community Center	$39,900	$95,000
Restoring Library Hours from 48 to 56 hours per week	$29,100	$52,900
• (2) Library Pages		
• (2) Assistant Clerks – Office		
• (1) Limited Service – Technical		
Restoring Supervision to the Park Services Officer Program	$23,400	$93,400
Restoring an Additional Code Compliance Officer	$17,400	$69,500

Suggested Uses by Staff	2012-13	2013-14
Reinstituting the Human Resources Clerk	$18,200	$54,700
Police Activities League (PAL) Liaison	$6,800	$20,500

Public Input

Jeni Newell, retired Library employee and Vice-President of the Friends of the Library Board, commented on the closure of the library on Monday, Tuesday, and Wednesday mornings which bars schools from being able to tour the library. The high school program is being impacted because students are not able to get in until noon. Tutors are not able to tutor students on Monday, Tuesday, and Wednesday mornings. She indicated that the City had a huge literacy problem and the doors were being closed to opportunities and services. She asked the Council to consider extending the library hours.

Mayor Lavagnino asked if the proposal was to restore the library hours.

City Manager Haydon responded that the proposal was to increase the library hours from 48 hours to 56 hours per week. He was not recommending that the library stay open until 9:00 p.m. because there were limited patrons after 8:00 p.m. The proposed new hours provide that the library will be open each day at 10:00 a.m., rather than at 12:00 p.m.

Joyce Hall, President of Friends of the Library, commented on the hours the library was currently open and how it was affecting the sales at the Library Shop, and impacting the services available to the public. She requested that the Council use some of the Measure U2012 funds to restore some of the hours at the library.

Jackie MacNeil, Trustee of the Library Board of Trustees, explained the importance of the library in her life, and requested the hours of the library be extended to not only help those who want to read, but for those who are desperately looking for jobs.

Joan Leon, representing the Santa Maria Community Coalition, commented on the spending plan. She indicated that Measure U2012 was proposed to the voters to be used for police and fire services, and the levee was included as a scare tactic. She stated that there was no mention of the levee in the agenda report. The Proposition 84 grant was approved which would cover half of the City's share to repair the levee. The loan from the City's Solid Waste Closure Fund should be cut back to $360,000, instead of $1.75 million. She indicated that it would be betraying the public trust should the City spend any Measure U funding on anything other than public safety and that the public voted on Measure U for public safety. She also said that it would be more honest to have the Police Chief or the Fire Chief make these recommendations than City Staff. After these items have been addressed, if there were any funds available, then they should be put into reserves to cover shortfalls in public safety funding only.

Terri Zuniga commented on her experience in talking with voters about Measure U when she worked at the phone bank. She indicated that when they were asking the voters to come out and support Measure U, the voter was told the money would be used for public safety and the levee only, and not for anything else such as the debt service obligation or the library. She stated that the City could not be sure $200,000 would be available for these other services, and she did not want to see similar situations as with NHIS and the Redevelopment Agency. She suggested that the City should not spend money that it had not received yet, and that the Council should set aside these funds until the actual amount was received. She also urged the Council to set aside making the decision on the expenditure plan and let the new City Council decide on a plan after the election.

City Manager Haydon responded to comments received from the public. He indicated he wouldn't characterize using the levee as a scare tactic and that the levee was one of a number of items that could be funded with Measure U proceeds. In August 2012, the City Council authorized a commitment to the Army Corp of Engineers to pay for the City's portion of the levee, to be paid back over nine years with Measure U proceeds. That commitment still stands, unless the City receives an award and confirms Proposition 84 funding. The first payment of $212,000 is due in 2013, which was why it was not listed in the proposed expenditure plan. The City received SAFER Grant funding to hire nine new Firefighters, not Fire Captains, Fire Engineers, or a Battalion Chief. The City could not have nine new rookie Firefighters staff Fire Station No. 5. The new Firefighters will be deployed throughout the City to other stations, and veteran Firefighters from the other stations will be redeployed to Fire Station No. 5. The personnel costs for Fire Station No. 5 are $1.2 million, and the City received $800,000 in SAFER Grant funds. Mr. Haydon indicated that the public safety personnel recommendations were received directly from Interim Police Chief Martin and Fire Chief Orr. The City currently has three Gang Officers, but it was being recommended to add another. At one time, the City had eight Gang Officers, who were redeployed from other police units to the Gang Suppression Team. This could be an option again for the Police Department once it is fully staffed. City Manager Haydon indicated that he found it ironic that Ms. Leon wrote two guest editorials in the Santa Maria Times against Measure U, but now comes

before the City Council to tell the City how to spend Measure U funding. He also indicated that the NHIS program paid for 16 Police Officers and 9 Firefighters, which is a program Ms. Leon was also against. The NHIS program is estimated to bring in $2 million on an annual basis. The cost for the 25 public safety personnel is $3.4 million. Mr. Haydon stated that he made over 24 presentations on Measure U. He would convey what was heard from the public and that was public safety was the number one priority, to staff Fire Station No. 5, and to rehire the vacant Police positions and a Crime Analyst. Staff was proposing to hire back more than the positions that were vacant in the Police and Fire Departments. He said it was fulfilling to make good on what was promised during the Measure U presentations.

Council discussion

Councilmember Cordero commented that Measure U was sold as a public safety measure. It would be disingenuous of the Council to not honor that. Councilmember Cordero indicated that he was in favor of banking the $200,000 in a secondary fund. The funding did not need to be spent and could be reserved for emergency services, such as public safety technology or equipment.

City Manager Haydon indicated that with the move to the new police facility a technology need could arise that is not anticipated now. We would become aware of that need over the next year and a half.

Councilmember Orach commented on NHIS and the support it provided for Police and Fire personnel. He said that when he worked to promote Measure U, he spoke about essential services and that public safety was number one. He did not want to defer the decision to act on an expenditure plan because he worked so hard to help get Measure U passed. The new council will be able to address the Measure U2012 funding for 2013-14.

Councilmember Patino commented that she was the one who suggested the levee be included in Measure U2012. The Measure was for public services and essential services. She indicated that people were hearing only what they wanted to hear. After the town hall meeting, it was discovered that Code Compliance was an issue and new Code Compliance Officers were needed. The Code Compliance Officers have been picking up the slack where the City has cut back in the Police Department.

Councilmember Boysen asked if Proposition 84 had been approved and allocated.

Director of Utilities Sweet responded that staff was 90 percent confident that the City would receive the grant. The State Water Quality Control Board held a hearing for a number of projects, and there was no opposition to the levee project. Until the City actually receives an agreement and enters into the Grant, staff was not 100 percent certain. If the City is awarded the grant, it would be half of the local share in the amount of $900,000.

Councilmember Boysen indicated that he appreciated the fact that the City needed to have reserves, but the City also needed services. There was nothing in Measure U that said the City would invest the proceeds in the event a catastrophe happens. The people who voted for Measure U did so because they wanted to see some immediate impacts and services. He indicated that he was in favor of maximizing the expenditures under Measure U2012 for the different allocations. Councilmember Boysen stated that if there was a situation where the revenues are less than anticipated or costs increase, revenue savings can be obtained with retiring employee salaries or by eliminating vacant positions in the future to adjust the budget. He indicated that it would be appropriate to wait for the new City Council before making any firm decisions on allocations for 2013-14, but too much had been invested to not have a say in how the funds initially get allocated for 2012-13.

There was general discussion and a consensus of the Council to approve Item 1 to create Fund 011 to record revenue from Measure U and expenditures; Item 2 to appropriate $1,427,265 to finance operational costs associated with Fire Station No. 5, one additional Fire Battalion Chief, and one limited service employee; and Item 3 to appropriate $441,644 to finance the costs associated with hiring seven Police Officers, two Police Sergeants, one Crime Analyst, and one Dispatcher in Resolution No. 2012-119.

Councilmember Boysen recommended that a matrix be put together of each of the nine staff-suggested programs and each Councilmember prioritize them.

Councilmember Patino indicated that some Councilmembers may not want to place the $206,000 in reserves.

Mayor Lavagnino asked if there was a consensus of the Council to put the remaining $206,000 in a reserve fund. There was not a consensus of the Council to place the $206,000 in a reserve fund.

In the interest of time, Mayor Lavagnino disagreed with the approach to prioritize each item using a matrix and decided to review each of the nine programs individually to determine a consensus on each program.

After a general discussion of each of the nine staff-suggested programs, a consensus of the Council agreed that six of staff-suggested programs should be appropriated for 2012-13, as follows:

Approved by a Consensus of the Council	2012-13
(3) Additional Police Sergeants	$102,800
Restoring Library Hours from 48 to 56 hours per week	$29,100
• (2) Library Pages	
• (2) Assistant Clerks – Office	
• (1) Limited Service – Technical	
Senior Park Services Officer	$23,400
(2) 19-hour General Laborers (Graffiti Abatement)	$19,000
Code Compliance Officer I	$17,400
Administrative Aide I (P.A.L. Program)	$6,800
TOTAL APPROPRIATIONS:	**$198,500**

Councilmember Boysen asked how much of the appropriations would be encumbered on future years.

City Manager Haydon responded that the encumbrances total approximately $685,000, which leaves an estimated $900,000 of future unencumbered Measure U proceeds.

City Manager Haydon provided an overview of all of the personnel positions approved with the 2012-13 expenditure plan, as follows:

Fire Department
Firefighter (3)
Fire Engineer (3)
Fire Captain (3)
Fire Battalion Chief (1)
Emergency Service Coordinator – Limited Service (1)

Police Department
Police Officer (7) [2-Patrol/Traffic; 2-Detective Bureau; 2-Community Services Unit; 1-Gang Suppression Team]
Sergeant (5)
Crime Analyst (1)
Dispatcher (1)

City Attorney
Code Compliance Officer (1)

Recreation and Parks
Graffiti Abatement – Limited Service (2)
Senior Park Services Officer (1)
PAL Program Liaison – Limited Service (1)

Library
Increase operating hours from 48 to 56 hours per week
Library Page – Limited Service (2)
Assistant Clerks – Limited Service (2)
Technical Assistant – Limited Service (1)

Councilmember Cordero asked Interim Police Chief Martin what the ratio would be with the addition of the new Police Sergeants.

Interim Police Chief Martin responded that the current staffing ratio is 13:1, and the national standard is 7:1. Although the City would be hiring a number of Police Officers, the Police Department would have to have supervision to oversee the Officers. The Police Department had been understaffed in that area for quite some time.

Mayor Lavagnino thanked the City Council for making the tough decisions and getting the job done.

Councilmember Boysen indicated that it was one of his proudest moments on the Council.

Resolution No. 2012-119 to be adopted establishing the Measure U2012 Expenditure Plan for 2012-13, as amended to encumber $198,500 for other appropriations (shown above), on motion by Councilmember Orach, seconded by Councilmember Boysen, and carried on the following vote:

AYES: Councilmembers Boysen, Cordero, Patino, Orach, and Mayor Lavagnino
NOES: None
ABSENT: None
ABSTAIN: None

Resolution No. 2012-119 adopted. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA MARIA, CALIFORNIA, ESTABLISHING THE MEASURE U2012 EXPENDITURE PLAN FOR 2012-13.

CITY MANAGER'S REPORT

City Manager Haydon reported on items anticipated for the November 6, 2012, Council meeting including presentation of the GEM Award; Consent Calendar items regarding a Union Valley Parkway cooperative agreement and professional services agreement with the County of Santa Barbara and SBCAG, and two Office of Transportation Safety Grants for sobriety checkpoints and traffic enforcement; and one Regular Business item regarding the First Quarter Financial Report.

ORAL REPORTS BY COUNCILMEMBERS

Councilmember Boysen attended a forum at a business forum at the fairgrounds. He reported that Good Samaritan has been able to get its funding unfrozen by the County of Santa Barbara and continue on with the shelter.

Councilmember Patino attended the Walmart Grand Opening, the Grapes & Grains Autumn Arts Festival, the Mayors' Ball, the unmet transit needs meeting at Shepard Hall, the League of Women Voters Proposition 37 meeting, the Santa Maria Valley Beautiful meeting, VTC's commemoration of a street for Dick Wicks, a Forum for the trustees for Hancock College, the Town Hall meeting at St. John Neumann Church, and the Veterans' Stand Down Event.

Mayor Lavagnino thanked Mayor Pro Tem Orach for handling the meeting on October 2, 2012, and indicated that he had been in Europe.

Councilmember Orach attended the Walmart Grand Opening, the Grapes & Grains Autumn Arts Festival, the Town Hall meeting at St. John Neumann Church, and the Veterans' Stand Down Event.

Councilmember Cordero attended the Walmart Grand Opening, a CAC meeting in Solvang, the Grapes & Grains Autumn Arts Festival, the Carl Bell Aquatic Center dedication, the Mayors' Ball, a Salute to the Arts at the Maldonado Center, the Town Hall meeting at St. John Neumann Church, the retirement party for Jeff Van Nest at the Elks, the opening event of the Special Olympics at the Airport, the Veterans' Stand Down event, and a Future Search Meeting.

CLOSED SESSION:

The City Council recessed to a Closed Session at 8:18 p.m. to discuss Conference with Legal Counsel – Existing Litigation pursuant to Subdivision (a) of Section 54956.9 of the Government Code regarding Emilia Ochoa Barajas v. City of Santa Maria, et al., Case No. 1390638, Superior Court of the County of Santa Barbara.

After the Closed Session, the following report was given:

Conference with Labor Negotiator: Direction to staff was given.

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ADJOURNMENT

There being no further business to come before the City Council at that time, Mayor Lavagnino declared the meeting adjourned at 8:28 p.m.

APPROVED

November 6, 2012
Date

Chief Deputy City Clerk of the City of Santa Maria and ex officio Clerk of the City Council

Mayor of the City of Santa Maria

ATTEST

Chief Deputy City Clerk